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CAREER SERVICE PANEL
Minutes of the Meeting
12 July 1971

Attendees:

25X1A9a [REDACTED] Chairman

25X1A9a [REDACTED]

25X1A9a [REDACTED] Recording Secretary

Absentees:

25X1A9a [REDACTED]

1. The Chairman called the meeting to order at 0905 hours.
2. There were no additions to the agenda for 12 July 1971.
3. Minutes for 7 June 1971 were approved by the Career Service Panel members present.

25X1A9a 4. [REDACTED] report was as follows:

PROMOTIONS

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[REDACTED] - GS-13 to GS-14 on 27 June 1971 (Optics/ORD)

25X1A9a [REDACTED] Secretary Steno from GS-5 to GS-6 on 13 June 1971 (AP/ORD)
[REDACTED], Info Control Clerk from GS-5 to GS-6 on 14 June 1971
(Support Staff/ORD)

TRANSFERS

25X1A9a [REDACTED] GS-14, Phys Scien-Res from RP/ORD to OSP/DD/S&T on
27 June 1971

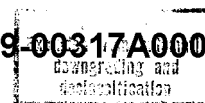
25X1A9a [REDACTED], Secretary Steno, GS-5, transferred back to OCS on
11 June 1971 as a keypunch operator. (An/ORD)

RESIGNATIONS

25X1A9a [REDACTED] Secretary Steno, GS-5, An/ORD resigned on 25 June 1971 -
Marriage.

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4. (Continued)

TRAINING

None

25X1A9a 5. [REDACTED] reported the following:

a. ORD Career Development Committee met during the past month and prepared a questionnaire which was then circulated to all CSP members.

b. Comments from each CSP member were received on 1 July 1971 with a total of nine responses.

c. The Division Chiefs were asked to solicit their 'staffs' views and submit the results of these discussions to the committee. Staff comments totaling 21 were received by the committee on 8 July 1971.

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d. In summary, [REDACTED] stated three divisions had provided responses from the majority of their staff members. There were no responses from AP, R-P or Analysis. Replies ranging in number from two to seven were received from other divisions.

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e. [REDACTED] then reviewed the numerical responses with CSP members where there was coincidence and divergence.

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6. [REDACTED] felt that the committee had made a very good start. He asked that the CSP members flush out any additional comments they wish to make to the questionnaire circulated by the Career Development Panel and indicate those areas where there is a major discrepancy as to what the division felt and what the staff members felt. He asked the members to return their comments to the committee. [REDACTED] asked the committee to prepare a draft incorporating these comments. This study would be an ORD clarification of program views as established by the CSP. A document, prepared for Mr. Chapman's signature, based on this study would then be circulated to ORD employees. He requested that the committee prepare such a draft report prior to working up a career development program.

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7. [REDACTED] stated to the Panel that a mechanism does exist to effect mobility of employees in the DD/S&T. He stated he preferred the word mobility rather than rotation. [REDACTED] stated that we have a Senior Career Service Board and its administration function is handled by [REDACTED] C/AS/DD/S&T. [REDACTED] could handle ORD mobility. The DD/S&T Development Course is also another way to mobility. Mobility statistics were requested from [REDACTED] by DD/ORD.

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8. [REDACTED] stated that the CSP doesn't get a chance to talk with people in other ORD divisions. He suggested that Division Chiefs be assigned to people in other divisions as a way to know other employees and have the opportunity to talk with them and find out what they want. He suggested that each Division Chief be given a block of people in another division to review for a year before competitive evaluations are done.

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9. [REDACTED] moved that assignments for review be announced a year ahead of the competitive evaluation. [REDACTED] seconded the motion.

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[REDACTED] stated he felt that before any action is taken on this that each CSP member should define his views on this action and submit to the Career Development Committee for consideration. He felt a decision such as this should be made a part of the final report on career development. Decision on this motion will be taken up at the August CSP meeting.

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[REDACTED] asked the Recording Secretary to include this item on the August agenda.

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10. [REDACTED] stated the following on time-in-grade and the use of it for GS-10s to GS-14s in ORD:

a. Agency doesn't have a time-in-grade requirement.

b. Time-in-grade requirement in ORD would be an alerting mechanism to bring up a mandatory review after an individual had been in grade for a certain length of time.

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11. [REDACTED] moved that the CSP be required to review all individuals with respect to their career and promotional development who remain in grade as long as 60 months or 5 years. This review would be put on the agenda automatically, thus giving the individual's division chief notification that this will be done. Vote was five in favor; two opposed. Motion carried.

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12. The CSP acted on a motion to recommend [REDACTED] R-P/ORD from GS-13, step 3 to GS-14, step 1. Vote was unanimous of those members present. Motion carried.

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13. The CSP acted on a motion to recommend [REDACTED] An/ORD from GS-11, step 9 to GS-12, step 3. Vote was unanimous of those members present. Motion carried.

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14. The CSP acted on a motion to recommend [REDACTED] ORD Librarian, for promotion from GS-10, step 4 to GS-11, step 3. CSP recommended that reconsideration of the promotion action be done by the CSP/ORD in six months. Five members voted in favor of the postponement; two opposed the action. Motion carried. [REDACTED] also requested

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14. (Continued)

that before the next consideration of promotion is scheduled statistics should be provided by the AO/ORD on ORD Library usage and information relative to comparability to other libraries.

15. The semiannual report of the CSP was reviewed as follows:

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a. Modification of paragraph 4 was requested. A more complete explanation was requested on the two-track system. [REDACTED] was requested to rewrite paragraph 4.

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b. [REDACTED] told the CSP to forward any additional comments to [REDACTED]

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c. Although this item was taken up in the second session of the CSP on 13 July 1971, it is inserted here for proper sequence. [REDACTED] requested that the training courses taken and institutions attended by ORD employees be included in the report.

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d. [REDACTED] moved that [REDACTED] review the final draft of the CSP report and approve for distribution. [REDACTED] seconded the motion. Vote unanimous of those members present. Motion carried.

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16. [REDACTED] stated he would like to nominate [REDACTED] 25X1A9a as a possible ORD nominee for the Management Advisory Group after [REDACTED] completes his one year term.

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17. [REDACTED] made a statement of intent to promote [REDACTED] from GS-14 to GS-15.

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18. [REDACTED] brought to the attention of the CSP that in the Headquarters Regulations the competitive evaluations are tied to promotion. He went on to state that ORD puts the emphasis on projection of the individual as to an Agency career rather than a promotion. He felt ORD doesn't do a real competitive evaluation -- it is more of a popularity contest. He stated ORD should decide whether ORD will be doing the competitive evaluations with the aim towards promotability or potential in the Agency. [REDACTED] stated that the study being done by the Career Development Committee will clarify what the ORD policy is. [REDACTED] stated that the HRs were defined the way in which the Agency career program should be organized and operated. However, there are many variations in interpretation depending upon the office or Directorate involved. The career program was set up to develop careers. Verbally, it has been enforced time and time again.

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19. The next regular session of the CSP was scheduled for 2 August 1971.

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20. [REDACTED] moved that the CSP reconvene at 9:00 A. M. on 13 July 1971 for a second session to take up the competitive evaluation of GS-14s. [REDACTED] seconded the motion. Vote was unanimous of those members present. Motion carried.

21. Meeting adjourned at 12:00 Noon.

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[REDACTED]

Executive Secretary
CSP/ORD

APPROVED:

[REDACTED]

Chairman/CSP/ORD

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